King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration & Personnel Management**	
1.01.004 - **Department and County Vehicles**	Approved By:	Director Allen Nance
	Effective Date:	May 06, 2025
	Reviewed By:	PRC, M&S Sergeants, VMO
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Purpose
To provide guidance and procedures for the safe, efficient, and legal operation of vehicles by department members.

Policy
It is the policy of the department to have a sufficient number of appropriately equipped vehicles available to conduct department operations. Procedures relating to this policy shall emphasize the safe, legal, and efficient use of these resources.

References
King County Vehicle Driver's Operating Manual
King County Policies: FES12-1-4-EP Use of Vehicles for County Business
FES 12-2-3-EP Take Home Policy for County Owned Vehicles
FES 12-7-1-EP Automatic Vehicle Location System Use Policy
Department Policies: 1.01.001, Code of Conduct
3.02.024, Transport Emergency Procedure
J-TP-15.000-2019 - Transportation of Youth
J-TOI-15.000-2019 - Emergencies While Transporting Youth

Department Forms: Officer's Report
Staff Report (Juvenile Division)
Incident Report (Juvenile Division)
Key Log (F-553)
Driver's Logs (F-655)
Daily Assigned Take-Home Vehicle Log (KC Form)

Definitions
Department vehicles: Any vehicle owned or leased by King County or the department.
Dispatch vehicles: King County Motor Pool vehicles provided by the Department of Executive Services Fleet Services Division and checked out for rental on an as-needed basis from the Goat Hill Garage, 415 Sixth Ave 8th Floor Seattle or King Street Center, 201 S Jackson St. Level A. Parking Seattle.

Vehicle Maintenance Officer (VMO): A staff member, usually an officer, tasked with coordinating maintenance and repairs on department vehicles.
Frequent Operator: For the purposes of this policy, frequent operators is defined as an employee who drives a department vehicle or a vehicle for county business a minimum of once a month on average.

A. General Guidelines

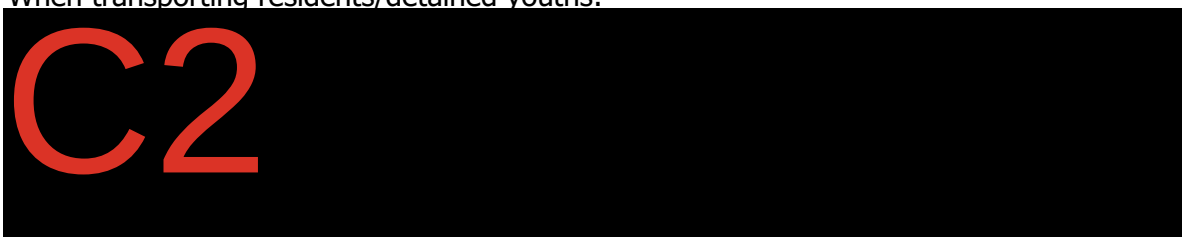
1. Staff:
    a. Staff who drive any Department or County-owned vehicles shall review and comply with all County policies governing use, including the Use of Vehicles for County Business policy, the Automatic Vehicle Location System Use policy and the Take-Home Policy for County-Owned Vehicles policy.
    b. Staff members shall possess their valid Washington State Driver's License on their person at all times while they are in control of any department vehicle.
    c. Staff members who are frequent operators shall complete a King County Safety and Claims administered driver improvement course (defensive driving equivalent) every three (3) years.
    d. All drivers, passengers, and residents/detained youths shall wear seat belts when the vehicle is so equipped. Staff shall ensure that residents/detained youths are properly secured.
    e. Staff shall not use wheelchair lifts until they have completed the department approved training.
    f. Staff shall ensure that any resident/detained youth that is being transported in a wheelchair lift equipped vehicle is properly secured.
    g. Vehicle operators shall obey all traffic rules, regulations, and speed limits unless operating in an emergency status (i.e., operating with emergency lights and/or siren).
    h. Staff shall be individually responsible for all penalties for traffic violations, unless the action was absolutely necessary in the performance of their official duties.
    i. All accidents involving department vehicles shall be reported immediately and documented thoroughly.
        1) Failure to report or document an accident shall be grounds for disciplinary action. Refer to department policy 1.01.001, Code of Conduct.
2. Vehicles
    a. No vehicle shall be used if it has defects that affect the safety of the vehicle.
    b. All vehicles shall be used for official department business only.
    c. Smoking in department vehicles is prohibited.
    d. All vehicles shall be maintained in compliance with local, state, and federal laws.
    e. All department vehicles should be capable of responding to the aid of citizens or of acting as a command post during emergencies outside of a facility. Therefore, each vehicle shall be equipped with at least the following equipment:

f. In the Adult Division, all keys for unassigned vehicles shall be accounted for by using a Key Log (F-553). Vehicle keys and Key Logs (F-553) shall be stored in areas that are only accessible by staff.
g. In the Juvenile Division, Alternatives to Secure Detention (ASD) staff members will check out vehicle keys using the ASD vehicle key check out log.
h. All assigned take-home vehicles shall have a Vehicle Log completed for each day of use and forwarded to the division major at the end of each month.
i. Staff shall not be authorized take-home vehicles unless approved by the department director.
j. Staff shall not use privately owned vehicles for department business unless specifically authorized.
k. Staff members using their own vehicles for official department business are covered by King County insurance only if the use of the vehicle is approved by their supervisor and they are acting in good faith and within the scope of their employment.

3. Residents/Detained Youths:
   Except in bona fide emergencies:
   a. No resident/detained youth shall be transported in the front seat of a vehicle.
   b. No resident/detained youth shall be transported in a private vehicle while in custody.
   c. Male and female residents/detained youths shall not be transported in the same compartments.

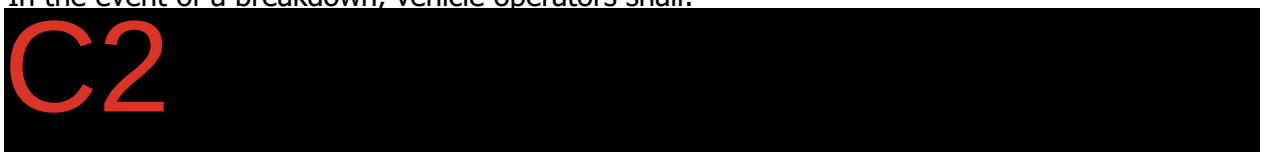
B. Procedure

1. Staff using department vehicles shall:
   a. Obtain proper authorization to utilize the vehicle from the supervisor charged with the assignment of the vehicle.
   b. At the Adult Division, sign out the vehicle using the appropriate Vehicle Key Log (F-553) and obtain the keys to the vehicle.
   c. At the Juvenile Division, ASD staff members will check out vehicle keys using the ASD vehicle check out log.
   d. Inspect the vehicle for damage prior to use. For the Adult Division, the sergeant assigned to supervise ITR shall be notified of any damage to the vehicle and the on-duty supervisor will be notified of any vehicle damage at the Juvenile Division.
   e. Refuel the vehicle if it contains less than a quarter tank of fuel. Refueling information can be found inside the vehicle. Do not refuel the vehicle when residents/detained youths are present except in extraordinary circumstances.
   f. Submit an Officer's Report to the VMO via the chain of command if any operating defects or damage is discovered.
   g. Fill out the vehicle log prior to, and upon conclusion of, the use of the vehicle.
   h. When transporting residents/detained youths:



i. Ensure that all passengers use available seatbelts.
j. Secure the vehicle in its appropriate location.
   1) For the Adult Division, if another vehicle is inappropriately parked in your vehicle's location, contact the Captain's Office and/or the ITR Sergeant's Office to have the unauthorized vehicle moved.
   2) Sign in the vehicle on the appropriate Vehicle Key Log (F-553) and return the keys.

2. In the event of a breakdown, vehicle operators shall:



3. Vehicle Operators involved in an accident in all cases shall:
   a. Stop as soon as it is safe to do so.
   b. Summon assistance as needed following department policy (refer to 3.02.024, Transport Emergency Procedure or J-TOI-15.000-2019 - Emergencies While Transporting Youth).
   c. Assess the situation and protect the scene to prevent further injury or damage.
   d. Render first aid, as necessary.
   e. Cooperate with responding law enforcement personnel.
      1) Do not give any statements or discuss collision responsibility with anyone at the scene other than law enforcement authorities.
      2) Obtain copies of any reports to be filed and/or case numbers assigned to the incident.
   f. Before the end of shift, complete and submit all required documentation through the chain of command to include:
      1) King County Accident Packet including WSP Vehicle Collision Report (if available) and notice to involved parties and witness information.
      2) An Officer's Report detailing the incident and any injuries and/or damage (copy to VMO).
4. VMOs shall:
   a. Be responsible for scheduling the servicing and maintenance of all department vehicles.
   b. Collect and review all Officers' Reports regarding vehicle damage, maintenance, or other issues, Driver's Logs (F-655) and Key Logs (F-553). At the Adult Division, report any discrepancies to the sergeant assigned to supervise ITR at the respective facility or the Court Detail captain. At the Juvenile Division, any discrepancies shall be reported to the on-duty supervisor. These logs shall be forwarded to records for storage.
   c. For the Adult Division, inform the Captains' Office of all unassigned vehicles that are out of service.

d. Be responsible for keeping department vehicles stocked as indicated above.
e. Act as liaison between the department and Fleet Administration.
f. Ensure that clear instructions are left in each vehicle on how to refuel the vehicle and who to call if the vehicle breaks down.
g. The Adult Division VMOs will prepare a quarterly report of vehicle activity to the division major, via the Court Detail commander, including:
    1) Information on any accidents involving department vehicles.
    2) Vehicle damage information.
    3) Times that vehicles have spent out-of-service, and the reasons.
    4) Other pertinent information or suggestions for improvement to the VMO program.

5. Employees may use a dispatch vehicle for official purposes with prior approval.
    a. Employees needing a dispatch vehicle are required to register on the Motor Pool Dispatch Site. Registration requires a valid Washington State Driver's License and a King County People Soft Number.
    b. Procedures for obtaining, using, and returning a dispatch vehicle from the Fleet Administration can be found in King County's Vehicle Driver's Operating Manual.
6. Dispatch Vehicle Rental Rates:
    a. Vehicle use begins when the trip ticket and keys are picked up.
    b. Hourly use is rounded to the next nearest whole hour.
    c. Rental ends when the trip ticket and keys are returned to the key box.
        1) A minimum of two hours is charged for each trip.
        2) The maximum hours per day charged for a car is eight hours.
        3) Charges are assessed for up to eight-hour maximum use between 0800 and 2000 hours each day, including weekends and holidays.
        4) If the car is kept overnight, the charges cease at 2000 hours and resume the next morning at 0800 hours.
        5) The charges continue until the car keys and trip tickets are returned.